



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/28

Project Coordinator, School of Medicine

Job ID	372501-1-6841	
Web Address	https://careers.indigenous.link/viewjob?jobname=372501-1-6841	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2023-03-23	To: 2050-01-01
Job	Type: Part-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our next chapter. About the School of Medicine

Toronto Metropolitan University is embarking on a new chapter that will help shape the future of health care in Ontario. On March 15, 2022, the Government of Ontario announced it will be moving forward with Toronto Metropolitan University's school of medicine in Brampton. The School of Medicine will be designed from the ground up to provide a new model for primary care – one that is community-driven, intentionally inclusive, and that trains doctors whose cultural awareness and humility are as crucial as their medical skills. Reflecting the university's core values, the future school is rooted in five major pillars:

- Focusing on community centric primary care and the social determinants of health.
- Providing more culturally respectful care to communities.
- Leveraging innovation and technology in practices to improve quality of care and patient outcomes.
- Providing future physicians with the skills to develop interdisciplinary networks of healthcare to achieve better outcomes for patients in the communities.
- Focusing on supporting seniors as a growing portion of our society gets older.

The Opportunity

Working in a fast-paced environment, the Project Coordinator will oversee the daily coordination of project execution and implementation activities to support planning for the School of Medicine. Under the supervision of the Senior Manager, Project Management Office in the medical school, the Project Coordinator will plan, modify, schedule and monitor project activities as well as correspond with internal and external partners and stakeholders. The successful candidate will provide administrative and analytical support to ensure the successful completion of projects. Key responsibilities:

- Oversees, coordinates and communicates on project implementation plans
- Prepares reports, syntheses, presentations, briefs, and correspondence aimed at a variety of stakeholders, including senior leadership
- Supports committees and working groups. Organizes consultations, meetings, briefing documents and meeting

materials including preparing agendas and meeting summaries.

- Conducts and supports research including producing syntheses and summaries, cleaning data and analyzing information to obtain insights.
- Provides project administration and analytical support
- Develops and maintains databases for information storage

Qualifications

Completion of a post-secondary degree program in project management, business management or a related field.

- Minimum of 3 years of project coordination experience in a similar role.
- Committed to embedding EDI in the work / demonstrated experience and commitment applying EDI principles
- Demonstrated knowledge of and commitment to the values of equity, diversity and inclusion
- Demonstrated experience with implementing EDI practices in your work
- Demonstrated ability to include diverse perspectives and experiences, and work with diverse communities
- Demonstrates an understanding and acceptance of equity, inclusion and diversity concepts, and that they are broader than just race, ethnicity, and gender
- Demonstrates self-awareness, in terms of understanding their own culture, identity, biases, prejudices, power, privilege and stereotypes
- Ability to work independently and as an effective team-member, with a demonstrated ability to take initiative and exercise sound judgment.
- Experience working on complex, strategic initiatives in a post-secondary, healthcare, or similar setting
- Experience preparing, interpreting and scheduling implementation plans with project management tools (including applications) and concepts.
- Experience with multi-stakeholder communications and ability to maintain relationships.
- Outstanding communication (oral and written skills)
- Strong interpersonal skills
- Strong organizational and time management skills.
- Ability to effectively prioritize and execute tasks.
- Problem solving skills and ability to analyze workflow or processes.
- Research and analytical skills.
- Experience with database applications.
- Demonstrated knowledge of computer skills, including MS Office and Google Suite

Additional Information

Position Number(s) 20004326, 20003846
Department School of Medicine
Reports to Senior Manager, Project Management Office, Office of the Dean of Record
Vacancy Type TERM
Employee Group OPSEU
Start Date ASAP
End Date 1 year from start date, with possibility for renewal or extension
Hours of Work 36.25
Grade and Step 11
Salary Scale \$66,620.63 - \$79,548.49 (Hiring salary range - \$66,620.63 - \$72,798.18)
Application Close Date April 10, 2023

Notes:

- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.

As part of the selection process, candidates may be required to complete an occupational assessment.

Applications will only be accepted online through Toronto Metropolitan University's careersite. Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact hr@ryerson.ca. All information received in relation to accommodation will be kept confidential.

For more information, visit [Toronto Metropolitan University for Project Coordinator, School of Medicine](#)